

The regular meeting of the Municipal Civil Service Commission convened on Monday, November 25, 2002, at 12:30 p.m. with Priscilla Tyson and Grady Pettigrew present.

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RE: *Review and approval of the October 28, 2002, Regular Commission Meeting minutes.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conference for the following appeal: Theresa Conway vs. Columbus Public Schools, Appeal No. 02-BA-0005. Bus Driver - Discharge - Hearing scheduled for January 13, 2003.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

Lynn Carter appeared before the Commissioners and reported the results of a pre-hearing conference held earlier today.

Theresa Conway – Bus Driver – This employee had been on a worker's compensation leave of absence, which expired January 24, 2002. The parties thought they were going to reach a settlement but were not able to do so. This employee is attempting to receive disability retirement. She filed her appeal as a matter of course. The School Board's position is they did not have to take her back because of the length of time she was out. The School Board intends to call one witness. Mr. Drabick intends to call the appellant. Both parties believe the hearing can be completed in one hour.

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Re: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Review of the Findings and Recommendation of the Trial Board for a hearing held on November 11, 2002: Rudolph Austin vs. Columbus Public Schools, Appeal No. 02-BA-0003.*

PRESENT: Theresa Lynn Carter, Deputy Executive Director

The Commissioners adopted the recommendation of the Trial Board to uphold the appointing authority's decision to terminate Mr. Austin.

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RE: *Columbus Public Schools Classification Actions.*

No Columbus Public School classification actions were submitted this month.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Data Entry Operator with no revisions (Class Code 0554).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Data Entry Operator with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in November of 1994. There are currently forty-eight incumbents in this classification in various City departments.

This classification, which is assigned to the Office and Administrative Support Job Family, is being reviewed as part of a more comprehensive project, which may impact a significant number of the classifications in this job family. Because this classification may undergo a major revision as a result of this project within the next six months, no revisions are proposed at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Data Processing Operations Assistant with no revisions (Class Code 0535).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Data Processing Operations Assistant with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in November of 1994. There are currently two incumbents in this classification assigned to the Department of Technology, Information Services Divisions.

This classification, which is assigned to the Office and Administrative Support Job Family, is being reviewed as part of a more comprehensive project, which may impact a significant number of the classifications in this job family. Because this classification may undergo a major revision as a result of this project within the next six months, no revisions are proposed at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Payroll Clerk I with no revisions (Class Code 1290).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Payroll Clerk I with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in November of 1994. There is currently one incumbent in this classification assigned to the City Treasurer's Department, Division of Income Tax.

This classification, which is assigned to the Office and Administrative Support Job Family, is being reviewed as part of a more comprehensive project, which may impact a significant number of the classifications in this job family. Because this classification may undergo a major revision as a result of this project within the next six months, no revisions are proposed at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Payroll Clerk II with no revisions (Class Code 1291).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Payroll Clerk II with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in November of 1994. There are currently twenty-one incumbents in this classification in various City departments.

This classification, which is assigned to the Office and Administrative Support Job Family, is being reviewed as part of a more comprehensive project, which may impact a significant number of the classifications in this job family. Because this classification may undergo a major revision as a result of this project within the next six months, no revisions are proposed at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Administrative Assistant with no revisions (Class Code 0774).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Administrative Assistant with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in November of 1994. There are currently seventy-four incumbents in this classification in various City departments.

This classification, which is assigned to the Office and Administrative Support Job Family, is being reviewed as part of a more comprehensive project, which may impact a significant number of the classifications in this job family. Because this classification may undergo a major revision as a result of this project within the next six months, no revisions are proposed at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Cashier I with no revisions (Class Code 1295).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Cashier I with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in November of 1994. There are currently nineteen incumbents in this classification located in the Departments of Public Utilities and the Office of the City Treasurer.

This classification, which is assigned to the Office and Administrative Support Job Family, is being reviewed as part of a more comprehensive project, which may impact a significant number of the classifications in this job family. Because this classification may undergo a major revision as a result of this project within the next six months, no revisions are proposed at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Clerk I with no revisions (Class Code 0430).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Clerk I with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in November of 1994. There are currently four incumbents in this classification located in the Department of Public Utilities and the City Treasurer's office.

This classification, which is assigned to the Office and Administrative Support Job Family, is being reviewed as part of a more comprehensive project, which may impact a significant number of the classifications in this job family. Because this classification may undergo a major revision as a result of this project within the next six months, no revisions are proposed at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Messenger with no revisions (Class Code 0450).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to approve the specification review for Clerk I with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in April of 1997. There are currently twelve incumbents in this classification located in various City departments.

This classification, which is assigned to the Office and Administrative Support Job Family, is being reviewed as part of a more comprehensive project, which may impact a significant number of the classifications in this job family. Because this classification may undergo a major revision as a result of this project within the next six months, no revisions are proposed at this time.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Parks Maintenance Manager (Class Code 3778).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Parks Maintenance Manager, which is assigned to the Labor and Maintenance Job Family, Groundskeeping Group, Parks Maintenance series. As a result of a request from the Director of the Recreation and Parks Department to review another classification in the Parks Maintenance series, the Parks Maintenance Manager classification was also reviewed. There is currently one incumbent in this classification.

The definition was revised to more concisely state the primary reason for the existence of this classification. The examples of work section was revised to include additional responsibilities performed by the manager and to remove responsibilities no longer performed. The minimum qualifications were revised to read, "four years of experience supervising parks maintenance activities". This revision is consistent with the current minimum qualifications but is worded differently. The knowledge, skills and abilities section was revised to include additional knowledge and ability statements reflective of the current requirements of the job. No revision to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Parks Maintenance Supervisor II, retitle it to read Parks Maintenance Assistant Manager, change the probationary period to 365 days and amend Rule XI accordingly (Class Code 3773).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request from Director Wayne Roberts of the Recreation and Parks Department. Director Roberts requested this classification be revised to reflect its increasing scope of responsibilities and to retitle it to read Parks Maintenance Assistant Manager. The Parks Maintenance Supervisor II classification was last revised in February of 1999.

The proposed retitling to read Parks Maintenance Assistant Manager is consistent with the added responsibility assigned to these positions. The definition was revised to reflect more accurately the increased scope and responsibility assigned to the classification. The examples of work section was revised to include additional responsibilities performed by an assistant manager and to remove responsibilities no longer performed. The minimum qualifications sections of the specification was revised to read "two years of experience supervising parks maintenance activities". This revision is consistent with the current minimum qualifications but worded differently. The knowledge, skills and abilities section was revised to include additional knowledge and ability statements reflective of the current requirements of the job. It was also recommended that the probationary period be increased to 365 days to be consistent with other classifications in the class plan with supervisory responsibility. No revision to the examination type was recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Parks Maintenance Worker (Class Code 3770).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Parks Maintenance Worker, which is assigned to the Labor and Maintenance Job Family, Groundskeeping Group, Parks Maintenance series. As a result of a request from the Director of the Recreation and Parks Department to review another classification in the Parks Maintenance series, the Parks Maintenance Worker classification was also reviewed. This classification was last reviewed in November of 1998.

No revisions to the definition were recommended. Minor changes to the examples of work section were recommended to delete reference to a title that no longer exists and to replace it with a more generic reference and to change the application of pesticide example of work to a "may" statement which is consistent with what is required in the minimum qualifications. The experience component of the minimum qualifications was revised to read, "two years of experience operating a tractor mower." The proposed minimum qualifications are consistent and progressive within the class series and reflective of a true minimum qualification. No revisions to the knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Research Analyst (Class Code 2081).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Research Analyst Specialist (Class Code 2083).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to place a hiring moratorium on the Research Analyst Specialist classification. There are currently four positions serving in this classification, which was last reviewed in July of 2001.

With the proposed Management Analyst series included in the class plan (of which "research and analysis" is a critical function of the job), work performed or intended for positions allocated to the Research Analyst class series would significantly overlap with that of the proposed series. It was therefore recommended that a moratorium be imposed on Research Analyst Specialist. This would serve to eliminate a redundancy in the class plan without adversely impacting current employees.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Plant Manager (Class Code 1159).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Wastewater Plant Manager. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in August of 1997. There are no incumbents serving in positions allocated to the Wastewater Plant Manager classification, however, the department is currently recruiting applicants for two vacancies.

No revisions to the definition, examples of work or knowledge, skills and abilities sections of the specification were recommended. It was recommended that the minimum qualifications require a Class IV Wastewater Works Operator's license instead of the current Class III Wastewater Works Operator's license. The Ohio Administrative Code requires that each Class IV rated facility have in its "responsible charge", a Class IV Wastewater Works Operator. Because the Plant Manager is in responsible charge of the wastewater plant, it is important that this classification also possess the Class IV Wastewater Works license. A substitution was proposed that would allow an applicant with a Class III certification to qualify in accordance with the Ohio Administrative Code Section 3745-7-01(G), which reads, in part.

"... if the class III operator has applied for and received approval to take a class IV examination". It was further recommended that the experience requirement be increased to three years and that a valid motor vehicle operator's license be added to the minimum qualifications. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Plants Coordinator (Class Code 1160).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Wastewater Plants Coordinator. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in August of 1997. There are no incumbents serving in positions allocated to the Wastewater Plants Coordinator classification.

No revisions to the definition, examples of work or knowledge, skills and abilities sections of the specification were recommended. The only proposed change to the minimum qualifications section was to replace the word “license” to read “certificate” and to clarify that the certification requirement is for a Class III Wastewater Works Operator’s certificate. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Wastewater Plant Assistant Manager (Class Code 1158).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission’s request to revise the specification for the classification Wastewater Plant Assistant Manager. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in August of 1997. There are two incumbents serving in positions allocated to the Wastewater Plant Assistant Manager classification.

No revisions to the definition, examples of work or knowledge, skills and abilities sections of the specification were recommended. It was proposed that the minimum qualifications section be revised to increase the experience requirement to two years and add a valid motor vehicle operator’s license. It was further recommended that the word “license” be changed to read “certificate”. No changes to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Administrative Analyst I, retitle it to read Management Analyst I and amend Rule XI accordingly (Class Code 0779).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins, Personnel Administrative Officer, presented this request in response to the Commission’s objective to review all classifications at least every five years to ensure accuracy. Administrative Analyst I was last reviewed in November of 1994 and there are currently fourteen incumbents in various City departments.

The goal of this review was to have a professional level, largely administrative, classification series available to the departments that is written fairly broadly enough to meet the business needs of the different departments while at the same time providing some structure and guidance to ensure proper allocation. Current incumbents of the class series completed questionnaires and management analyst-type specifications were researched from different jurisdictions for comparability purposes. A report from the Bureau of Labor Statistics was consulted to ensure that the proposed revisions were consistent with how the Management Analyst title is used in the public sector.

The definition was revised to allow for a broader use than the current statement and at the same time describe more clearly the work to be performed under this new title, Management Analyst I. The examples of work section was revised to be more representative of work currently performed by employees and drafted to be consistent with work typically performed under the title of an entry-level management analyst. No revisions to the minimum qualifications section were recommended. The knowledge, skills and abilities section was revised to include knowledge skills and abilities required for a Management Analyst I. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification of Administrative Analyst II, retitle it to read Management Analyst II and amend Rule XI accordingly (Class Code 0780).*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request in response to the Commission's objective to review all classifications at least every five years to ensure accuracy. Administrative Analyst II was last reviewed in September of 1996 and there are currently eighty incumbents located in almost every department.

The goal of this review was to have a professional level, largely administrative classification series, available to the departments that is written fairly broadly enough to meet the business needs of the different departments while at the same time providing some structure and guidance to ensure proper allocation. Current incumbents of the class series completed questionnaires and management analyst-type specifications were researched from different jurisdictions for comparability purposes. A report from the Bureau of Labor Statistics was consulted to ensure that the proposed revisions were consistent with how the Management Analyst title is used in the public sector.

The definition was revised to allow for a broader use than the current statement and at the same time describe more clearly the work to be performed under this new title, Management Analyst II. The examples of work section was revised to be more representative of work currently performed by employees and drafted to be consistent with work typically performed under the title of a fully skilled management analyst. The experience component in the minimum qualifications was revised in order to allow applicants with diverse professional experience in business or public administration to qualify in order to accommodate the differing needs and functions of the departments. The knowledge, skills and abilities section was revised to include knowledge skills and abilities required for a Management Analyst II. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Surveyor (Class Code 1016).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Surveyor as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last updated in 1994. There is currently one incumbent assigned to the Department of Public Utilities, Division of Water, and two incumbents assigned to the Department of Public Service, Division of Transportation.

The definition was revised to more accurately define the responsibility of this classification. The examples of work were recommended for revision to more accurately reflect the specific duties of the Surveyor. No revisions to the minimum qualifications were recommended. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Pipeline Locator (Class Code 4055).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Pipeline Locator as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last updated in June of 1994. There are six incumbents assigned to the Department of Public Utilities, Division of Water.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Pipeline Locator. No revisions to the minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for the performance of the tasks. No revision to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Medical Assistant (Class Code 1615).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Medical Assistant as part of the Civil Service Commission's effort to review all classifications every five years. This classification was last updated in June of 1998. There are currently thirteen incumbents assigned to the Health Department.

It was recommended that the definition be revised to better clarify the responsibilities of the incumbents. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Medical Assistant. No revisions to the minimum qualifications were recommended. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revision to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Development Land Use Specialist (Class Code 2084).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to place a hiring moratorium on the Development Land Use Specialist classification. There are currently three positions serving in this classification (which was last reviewed in June of 1994) in the Department of Development.

The Department of Development has indicated it has no intention of allocating more positions to this classification and specifically requested that a moratorium be placed on it to prevent future appointments. The proposed hiring moratorium would have no impact on the current incumbents.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Trades Helper (Electrical) [Class Code 3549].*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented the Commission's request to revise the specification for the classification Trades Helper (Electrical) as a result of information received during a recent review of the examination for this classification. There are currently no positions allocated to this classification.

It was requested that the definition be revised to delete language referring to working in the electrical and power distribution trades. Revisions to the examples of work were recommended to more accurately describe the work to be performed by a Trades Helper (Electrical). It was also recommended that the guidelines for class use be deleted. It was recommended that the reference to mechanical work be deleted from the minimum qualifications. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revision to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Electric Switchboard Operator (Class Code 3588).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented the Commission's request to place a hiring moratorium on the Electric Switchboard Operator classification. There are currently no incumbents serving in this classification, which is used exclusively by the Division of Electricity.

The Division of Electricity has indicated it does not plan to use this classification in the future. The duties performed by Electric Switchboard Operators are now performed by Electricity Load Dispatchers. It was therefore requested that a hiring moratorium be placed on the Electric Switchboard Operator classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Lamp Servicer (Class Code 3616).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented the Commission's request to place a hiring moratorium on the Lamp Servicer classification. There are currently two incumbents serving in this classification, which is used exclusively by the Division of Electricity.

Positions allocated to the specification for the classification Lamp Servicer replace street lamp bulbs. Positions allocated to Power Line Worker I also replace bulbs as a regular part of their job. The Division of Electricity is planning to have positions allocated to Power Line Worker I do all the lamp bulb replacements when the two current Lamp Servicer positions are vacated. Since the division does not plan to use Lamp Servicer in the future, it was requested that a hiring moratorium be placed on this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to impose a hiring moratorium on the specification for the classification Electric Switchboard Operator Trainee (Class Code 3587).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented the Commission's request to place a hiring moratorium on the Electric Switchboard Operator Trainee, which is used exclusively by the Division of Electricity. There are currently no incumbents serving in this classification.

The division does not plan to use this classification in the future; therefore, it was requested that a hiring moratorium be placed on Electric Switchboard Operator Trainee.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Administrator (Home Care and Hospice), retitle it to read Public Health Administrator (Community Health) and amend Rule XI accordingly (Class Code 1653).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request in response to reorganizations that have taken place in the Health Department over the past several years. Under the new organizational structure, the senior management team will consist of the City Health Commissioner, two Public Health Assistant Commissioners and five Public Health Administrators. The assistant commissioners will serve as department-wide internal consultants and have department-wide oversight responsibility for their area of expertise, while each of the administrators will be responsible for overseeing one of the five functional programming areas of the department. Under this new structure, a Community Health area will replace the Home Care and Hospice area.

As a result of the replacement of Home Care and Hospice by Community Health it was requested that this classification be retitled Public Health Administrator (Community Health) and that the definition be revised to reflect the new title. It was requested that the examples of work be revised to accurately represent the new Community Health specification. Possession of a valid State of Ohio License as a Registered Nurse was deleted from the minimum qualifications. No revisions to the knowledge, skills and abilities, probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Administrator (Clinical and Prevention Services), retitle it to read Public Health Administrator (Maternal and Child Health) and amend Rule XI accordingly (Class Code 0262).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request in response to reorganizations that have taken place in the Health Department over the past several years. Under the new organizational structure, the senior management team will consist of the City Health Commissioner, two Public Health Assistant Commissioners and five Public Health Administrators. The assistant commissioners will serve as department-wide internal consultants and have department-wide oversight responsibility for their area of expertise, while each of the administrators will be responsible for overseeing one of the five functional programming areas of the department. Under this new structure, a Maternal and Child Health area will replace the Clinical and Prevention Services area.

As a result of the replacement of Clinical and Prevention by Maternal and Child Health, it was requested that this classification be retitled Public Health Administrator (Maternal and Child Health) and that the definition be revised to reflect the new title. It was requested that the examples of work be revised to accurately represent the new Maternal and Child Health specification. No revisions to the minimum qualifications, knowledge, skills and abilities, probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Commissioner (Medical Services), retitle it to read Public Health Assistant Commissioner (Clinical) and amend Rule XI accordingly (Class Code 0256).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request in response to reorganizations that have taken place in the Health Department over the past several years. Under the new organizational structure, the senior management team will consist of the City Health Commissioner, two Public Health Assistant Commissioners and five Public Health Administrators. The assistant commissioners will serve as department-wide internal consultants and have department-wide oversight responsibility for their area of expertise, while each of the administrators will be responsible for overseeing one of the five functional programming areas of the department.

As a result of the new organizational structure, the Public Health Assistant Commissioner (Medical Services) will serve as the Chief Clinical Officer for the department and be responsible for the oversight and direction of all clinical aspects of the Health Department programming. It was therefore recommended that the classification be retitled and the definition be revised to reflect these responsibilities. The examples of work were recommended for revision to reflect the change in duties of this classification under the new organizational structure. It was recommended that possession of a valid State of Ohio License as a Registered Nurse and seven years experience in clinical leadership in public health or a related agency be added to the minimum qualifications. A valid State of Ohio license to practice medicine may substitute for the nursing license and four years of the required experience. It was recommended that the knowledge, skills and abilities be revised by adding language requiring considerable clinical acumen and judgment, the ability to manager the work of others and the ability to maintain working relationships with community agencies and the medical community. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Administrator (Health Assessment, Planning and Promotion), retitle it to read Public Health Administrator (Planning and Preparedness) and amend Rule XI accordingly (Class Code 0263).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request in response to reorganizations that have taken place in the Health Department over the past several years. Under the new organizational structure, the senior management team will consist of the City Health Commissioner, two Public Health Assistant Commissioners and five Public Health Administrators. The assistant commissioners will serve as department-wide internal consultants and have department-wide oversight responsibility for their area of expertise, while each of the administrators will be responsible for overseeing one of the five functional programming areas of the department. Under this new structure, a Maternal and Child Health area will replace the Clinical and Prevention Services area.

As a result of the replacement of Health Assessment, Planning and Promotion by Planning and Preparedness it was requested that this classification be retitled Public Health Administrator (Planning and Preparedness) and that the definition be revised to reflect the new title. It was requested that the examples of work be revised to make it an accurate representation of the new Planning and Preparedness specification. No revisions to the minimum qualifications, knowledge, skills and abilities, probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Administrator (Infectious Diseases) [Class Code 0255].*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request in response to reorganizations that have taken place in the Health Department over the past several years. Under the new organizational structure, the senior management team will consist of the City Health Commissioner, two Public Health Assistant Commissioners and five Public Health Administrators. The assistant commissioners will serve as department-wide internal consultants and have department-wide oversight responsibility for their area of expertise, while each of the administrators will be responsible for overseeing one of the five functional programming areas of the department. Under this new structure, a Maternal and Child Health area will replace the Clinical and Prevention Services area.

No revisions to the definition were recommended. Revisions to the examples of work were requested to be consistent with the other health administrator specifications. No revisions to the minimum qualifications, knowledge, skills and abilities, probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Public Health Assistant Commissioner (Environmental Health), retitle it to read Public Health Administrator (Environmental Health) and amend Rule XI accordingly (Class Code 0258).*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request in response to reorganizations that have taken place in the Health Department over the past several years. Under the new organizational structure, the senior management team will consist of the City Health Commissioner, two Public Health Assistant Commissioners and five Public Health Administrators. The assistant commissioners will serve as department-wide internal consultants and have department-wide oversight responsibility for their area of expertise, while each of the administrators will be responsible for overseeing one of the five functional programming areas of the department.

Under the old organizational structure, one of the three assistant commissioners was in charge of the environmental health area. Under the new organizational structure an administrator will be in charge. It was therefore requested that the title and definition be revised to reflect this change. The examples of work were revised to reflect the change in duties of this classification under the new organizational structure. Revisions to the minimum qualifications were requested primarily to achieve consistency between this classification and the other administrator classifications in the Health Department. Revisions to the knowledge, skills and abilities were recommended to include knowledge of public health administration and knowledge of risk communication practices. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to merge the specification for the classification Public Health Assistant Administrator (Ambulatory Services) [Class Code 0260] into Public Health Program Manager IV (Class Code 1742), allow the incumbent*

to maintain appointment status and classification seniority and amend Rule XI accordingly (Class Code 1742).

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented the request to merge Public Health Assistant Administrator (Ambulatory Services) into Public Health Program Manager IV in response to reorganizations that have taken place in the Health Department over the past several years. Under the new organizational structure, the senior management team will consist of the City Health Commissioner, two Public Health Assistant Commissioners and five Public Health Administrators. The assistant commissioners will serve as department-wide internal consultants and have department-wide oversight responsibility for their area of expertise, while each of the administrators will be responsible for overseeing one of the five functional programming areas of the department.

Public Health Assistant Administrator is a single position classification. The duties of this classification are similar to those of Public Health Program Manager IV, the incumbent is performing duties that are commensurate with the Public Health Program Manager IV classification and both classifications are assigned the same pay grade. It was therefore requested that Public Health Assistant Administrator (Ambulatory Services) be merged into Public Health Program Manager IV, that the incumbent maintain his appointment status and classification seniority and that Public Health Assistant Administrator (Ambulatory Services) be deleted from Rule XI.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Geographic Information System (GIS) Technician, designate the examination type as competitive, assign a probationary period of 365 days and amend Rule XI accordingly.*

PRESENT: Don White, Personnel Analyst Supervisor

Don White presented this request to create the specification for the classification Geographic Information Systems (GIS) Technician. As information technology evolution has continued within the City, Commission staff continues to identify specific technical areas for new classifications.

GIS is a computer-based system for handling geographically referenced information. Departments and divisions have GIS databases specific to their own needs and functions, however other departments compile reports, presentations, maps and other valuable data specific to their individual needs from this shared information, utilizing GIS software applications. To do this, the departments and divisions depend on the Department of Technology (DoT) to provide a GIS that gives them the tools and applications to utilize this technology to its fullest. While DoT is responsible for developing, implementing and maintaining the infrastructure, it is more efficient and effective for the departments to be responsible for the accuracy and completeness of their individual database. For this reason, the Civil Service Commission staff recommended the creation of GIS Technician to be use throughout the City within the departments and divisions that utilize geographic information system software as well as within the Department of Technology.

Under general supervision, the GIS Technician would be responsible for revising, updating and maintaining the geographic information databases that are specific to individual departments and or divisions but which are available through the citywide GIS for general use. The examples of work were written to describe the types of duties to be performed by the GIS Technician. The minimum qualifications require an associate's degree or equivalent coursework in geographic information systems or a closely related field including the use of GIS software. Two years of architectural, engineering or GIS experience using specific software packages may be substituted for the associate's degree. The knowledge, skills and abilities were written to include knowledge and experience using various GIS technologies. It was recommended that the examination be designated as competitive and that a 365-day probationary period be assigned to this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Police Communications Technician Supervisor (Class Code 3005).*

PRESENT: John Swinger, Personnel Analyst II

John Swinger presented the Commission's request to revise the specification for the classification Police Communications Technician Supervisor as part of the Commission's effort to review all classifications every five years. This classification has not been reviewed since its creation in 1995.

No revision to the definition was recommended. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Police Communications Technician Supervisor. No revisions to the minimum qualifications, knowledge, skills and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews.*

No residency hearing reviews were submitted this month.

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RE: *Personnel Actions.*

No personnel actions were submitted this month.

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RE: *Administrative/Jurisdictional Reviews.*

Review of the appeal of Tammy L. Henry regarding her discharge from the position of Instructional Assistant with the Columbus Public Schools.

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to dismiss Ms. Henry's appeal without a hearing. Section 3319.088(D) of the Ohio Revised Code excludes educational assistants from the right to appeal certain disciplinary actions. The Civil Service Commission decided to dismiss Ms. Henry's appeal without a hearing because of lack of jurisdiction.

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RE: *BACKGROUND ADMINISTRATIVE REVIEWS*

Police Officer Applicants
Removed During The Prescreening Process
Conducted By Brenda S. Sobieck

Edwin Medina
David Moore

The Commissioners reviewed the files of two police officer applicants for an administrative review of the decision of the Executive Director to reject their applications due to a violation of the background standards for police officers during the pre-screening process.

After reviewing the files of Edwin Medina and David Moore, the Commissioners decided that their applications would not be accepted and they would not be permitted to take the police officer examination.

Background Administrative Reviews
Conducted By Theresa Lynn Carter
September 5, 2002

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
Eric W. Hubble	Police Officer	02-BR-082

The Commissioners reviewed Eric W. Hubble's file and decided his name would not be reinstated to the Police Officer Eligible list.

Background Administrative Reviews
Conducted By Theresa Lynn Carter
October 31, 2002

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
Aaron J. Whittington	Police Officer	02-BR-103
Joseph W. Graham	Firefighter	02-BR-104
Philip Schueneman	Firefighter	02-BR-105

The Commissioners reviewed Aaron J. Whittington's file and decided his name would be reinstated to the Police Officer Eligible list.

After reviewing Joseph W. Graham's file, the Commissioners decided his name would not be reinstated to the Firefighter eligible list. After reviewing Philip Schueneman's file, the Commissioners decided his name would be reinstated to the Firefighter eligible list.

Background Administrative Reviews
Conducted By Theresa Lynn Carter
November 7, 2002

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
Steven E. McRobie	Police Officer	02-BR-106
Jeffrey S. Barger	Police Officer	02-BR-107
Kenosha L. Reynolds	Police Officer	02-BR-108
Michael P. Wilgus	Firefighter	02-BR-109

After reviewing the files of Steven E. McRobie, Jeffrey S. Barger and Kenosha L. Reynolds, the Commissioners decided their names would be reinstated to the Police Officer eligible list.

After reviewing Michael P. Wilgus' file, the Commissioners decided his name would not be reinstated to the Firefighter eligible list.

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The Commissioners adjourned their regular meeting at 1:47 p.m.

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